



Figure 6: Sidebar

Properties

This deck includes five content panels. These panels, with the exception of the Style panel, have **More Options** buttons that open dialogs with additional options. These dialogs lock the document for editing until they are closed.

Style: Options for applying, updating, or creating cell and page styles.

Character: Options for formatting the text, such as font name, size, and color. Some controls, such as superscript, only become active when the text cursor is active in the Input line of the Formula Bar or the cell.

Number Format: Options for formatting numbers, including decimals, currency, dates, or numeric text.

Alignment: Options for arranging the text in various ways, including horizontal and vertical alignment, wrapping, indenting, merging, text orientation, and vertical stacking.

Cell Appearance: Options include background color and border formats, including line color and style.